DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY OPERATIONS SUPPORT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6000

REPLY TO
ATTENTION OF:

AMSOS-HR

2 2 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Awards Standing Operating Procedures

1. **Purpose/Scope** The purpose of this standing operating procedure (SOP) is to inform Operations Support Command personnel of the military awards recommendation submission procedures to Headquarters, Operation Support Command, AMC or DA PERSCOM.

2. **Policy** Submit DA Form 638 for military award recommendations.

   a. Timeliness and accuracy. IAW CG OSC Policy Memo #31, correct and complete award recommendations must be received by AMSOS-HRM no later than:

     (1) 60 days before the proposed presentation date for a Legion of Merit or higher award

     (2) 45 days before the proposed presentation date a Meritorious Service Medal or lower award

   b. Tracking and Processing. The AMSOS-HRM Awards Clerk will track all award recommendations from receipt until he/she forwards the completed award back to the recipient's unit commander. He/she enters each DA Form 638 into the tracking system (shared drive or CPAVRS,) and performs a quality control review. The Awards Clerk will contact the recommender for a corrected DA Form 638 if necessary.

3. **Standards for Submission of Award Recommendations**

   a. **LOM and Higher** – Submit LOM and higher awards as follows:
     - DA Form 638 (example attached), including signatures of all intermediate level commanders
       - Narrative justification (one page double-spaced on 8.5 by 11 inch bond paper)
       - Proposed citation (nine lines double-spaced on 8.5 by 11 inch bond paper)

   b. **MSM and Lower** – Submit MSM and lower awards DA Form 638 (example attached). Annotate achievements/justification and proposed citation in the appropriate boxes. Signatures of all intermediate level commanders are required.

4. **Award Filing:** The Awards Clerk will take the following actions on all awards:

a. Award recommendation approved as submitted. A copy of the award certificate is annotated with the soldier's social security number in the upper right hand corner, and sent to DA by AMSOS-HRM to be filed in the soldier's OMPF. The DA Form 638 is not filed in the soldier's OPMF as permanent order data is printed in the lower left-hand portion of the original certificate.

b. Award recommendation disapproved or downgraded. A copy of the DA Form 638 is filed in the soldier's OMPF (in addition to the award certificate in the case of a downgraded award.)

5. **Steps for Preparing and Processing awards using the DA Form 638 (See paragraph 3a/3b (above) for examples).** Recommendation for Award - The steps for processing awards using the DA Form 638 are in AR 600-8-22 (page22, Table 3-4)

a. Complete Parts I, II, and III of DA Form 638.

b. Block 1: Enter the address of the final approval authority.

c. Block 2: Enter the address of the soldier's immediate commander in block 2.

d. Block 3: Enter the date in block 3.

e. Blocks 4,5,6,&7: Enter the soldier's complete name, rank, social security number, and unit.

f. Block 8: List all previous awards, including oak leaf clusters. Example: AAM-2OLC. If no awards, enter "NO AWDS".

g. Block 9:

(1) Enter the proposed presentation date (PPD,) (Example: PPD: 10 Oct 02.)

(2) Make no entry for Branch of Service.

h. Block 10: Enter recommended award, including oak leaf cluster.

i. Block 11: Enter the period covered by the proposed award (Example: 10 May 99 to 1 Nov 02.)

j. Block 12:

(1) Sub-Block (a): Enter the reason for the recommended award. Specify if the award is for valor, heroism, meritorious achievement, or meritorious service.

(2) Sub-Block (b): If interim award was made, state award given.

k. Block 13: Check "Yes" or "No" for posthumous award.

l. Block 14, 15, 16, 17: Recommender completes with her/his name, unit address, title/position, and rank.

m. Block 18: Clarifies the status of the recommender particularly in cases where someone outside the chain of command is making a recommendation (example: Rater/Supervisor.)

n. Block 19: The recommender must sign the original DA Form 638.

o. Block 20:

(1) MSM, ARCOM, and AAM. Use bullet statements to list the individual's meritorious achievements or service.

(2) LOM and higher. Enter "See Attached Narrative." Attach the narrative to the DA Form 638. The narrative justification is limited to one double spaced page (8.5 by 11 inch bond paper.)

p. Block 21:

(1) MSM, ARCOM, and AAM. Recommender enters the proposed citation. Citations for these awards are limited to six lines and are restricted to the space allowed on the DA Form 638.

(2) LOM and higher. Enter "See Attached Citation." The citation is limited to nine lines. Submit on 8.5 by 11 inch bond paper.

q. Block 22: Verify that the soldier recommended for the award is eligible to receive an award (flagging data) thru your local personnel administrative center (PAC.) For flagged soldiers, check AR 600-8-22 for award eligibility. If the soldier is eligible, certify by signature in block 22 and return to commander/supervisor.

r. Block 23: Commander/Supervisor of soldier recommended for award completes to recommend approval, disapproval, upgrade, or downgrade. The commander/supervisor forwards the DA Form 638 to the next higher commander after he/she signs it.

s. Blocks 24 & 25: Intermediate authority completes, as applicable. Complete additional endorsements on 8.5 by 11 inch bond paper and enclose as addendum to the form, if required. Leave blank if there are no intermediate authorities.

t. Block 26: The commander having approval authority for the award completes this block. AMSOS-HRM completes this block for awards that the CG, OSC is the approval authority.

u. Blocks 27, 28, 29, & 30: The office providing the order number completes Part V (Orders Data.) AMSOS-HRM completes this block for awards that the CG, OSC is the approval authority.

6. **Common Errors:**

a. Block 8: Enter previous awards as Oak Leaf Clusters, not as a dash and a number. Examples: Correct Entry = ARCOM (2OLC); Incorrect Entry = ARCOM-3. Enter only individual awards, not ribbons, badges, or unit awards (Example: AAM, ARCOM (1 OLC), MSM(2OLC).)

b. Block 11: The period of award for a retirement award is a ten year period, not just the period of time on current station. Retirement award achievements (Block 20) must also address the previous 10 years.

c. Block 22: Not signing Block 22 verifying the individual is eligible to receive an award.

d. Blocks 23, 24, & 25: Intermediate authorities not checking sub-block d to indicate their recommendation of approval, disapproval, upgrade, or downgrade of the award.

e. Omitting the name and SSN of recommended soldier on the back (top) of DA Form 638.

f. Submitting an award late to the approval authority.

7. POC is MAJ Chaney, AMSOS-HRM, DSN 793-4181, email AMSOS-HRM@osc.army.mil.

Encl

DIANA L. BALMER
Director for Human Resources
and Employee Wellness

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE
Commanding General, US Army Operations Support Command, AMSOS-HRM, Rock Island, IL 61299-6000	Commander, Respective Unit, Office Symbol Location, ST, 12345-6789	DD_Mmm_YY

PART I - SOLDIER DATA

4. NAME	5. RANK	6. SSN
Last, First M., Jr.	MAJ	123-45-6789

7. ORGANIZATION	8. PREVIOUS AWARDS
Full unit designation Location, ST, 12345-6789	Individual awards ONLY (no service awards) If in doubt, ask. See format in Achievement # 2 below

9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD	
		a. FROM	b. TO
Leave Branch of Service Blank Do enter PPD: See note below	MSM 1OLC	DD_Mmm_YY	DD_Mmm_YY

12. REASON FOR AWARD		13. POSTHUMOUS
12a. INDICATE ACH, SVC, PCS, ETS, OR RET	12b. INTERIM AWARD ☐ YES ☒ NO	
	IF YES, STATE AWARD GIVEN	YES ☐ NO ☒
SVC		

PART II - RECOMMENDER DATA

14. NAME	15. ADDRESS
Last, First M.	

16. TITLE/POSITION	17. RANK	Full Unit Designation
Actual Duty Title	LTC	Location, ST, 12345-6789

18. RELATIONSHIP TO AWARDEE	19. SIGNATURE
Supervisor	

PART III - JUSTIFICATION AND CITATION DATA *(Use specific bullet examples of meritorious acts or service)*

20. ACHIEVEMENTS

ACHIEVEMENT #1

For MSM and below, fill in all 4 achievements.

For LOM or higher, enter "see attached". LOM narrative justification on bond paper must be ONE page. (LOMs and above also require a proposed citation on bond paper.)

ACHIEVEMENT #2

ITEM # 8: Use this EXACT format: MSM; ARCOM-1OLC; AAM-2OLC   (For 1 MSM, 2 ARCOMs, 3 AAMs)
        Not "1st OLC", not "w OLC", not "2d Awd", not "2nd Awd".
ITEM # 9 Enter Proposed Presentation Date , i.e. PPD: 11 Nov 02   ITEM # 10 Do not put parentheses around the OLC
ITEM # 11: Specific dates.   If for retirement, MUST be for 10 years, going back from the retirement effective date.

ACHIEVEMENT #3

In all address blocks - use "Commander" for units commanded by COL or below, "Commanding General" for units with general officers.

In all items requesting "rank", enter the appropriate RANK. (not pay-grade) When beginning a sentence and in the proposed citation, spell out rather than abbreviate.

ACHIEVEMENT #4

Use a knowledgeable person to check the spelling, punctuation,   spacing, and grammar BEFORE submitting !
Format for spaces requiring dates (# 3, #11, #22b, etc) is DD_Mmm_YY
MUST BE printed onto ONE PAGE, front-to-back, head-to-toe.

21. PROPOSED CITATION

MSM and below: Only four lines can go on the Certificate anyway (except for retirement, then six). The maximum to go in here is six lines.   There is no requirement to use ALL CAPS.

LOM or higher: enter "see attached", citation on bond paper can be no longer than 9 lines.

The last sentence should end with: "... great credit upon himself/herself, the US Army Operations Support Command, and the US Army."
Pronouns: When using Rank-Name or "he" or "she" - use "himself", "herself"
**   When using "his" or "her" - use "him", "her"**

NAME		SSN	
LAST, FIRST, M.		123-45-6789	

PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

22. *I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.*	22a. SIGNATURE Sign to verify eligible for award	22b. DATE

23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL   UPGRADE TO: DOWNGRADE TO:

e. NAME	f. RANK

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL   UPGRADE TO: DOWNGRADE TO:

e. NAME	f. RANK

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE

d. RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL   UPGRADE TO: DOWNGRADE TO:

e. NAME	f. RANK

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

(Item # 26 below for MSM or below)

26. APPROVAL AUTHORITY	a. TO AMSOS-HRM	b. FROM AMSOS-CG	c. DATE

d. ☐ APPROVED ☐ DISAPPROVED   RECOMMEND UPGRADE TO: DOWNGRADE TO:

e. NAME WADE H. MCMANUS, JR.	f. RANK MAJOR GENERAL

g. TITLE/POSITION COMMANDING GENERAL	h. SIGNATURE

i. COMMENTS

PART V (BELOW) - this format is for MSMs or lower only. For LOMs or higher, leave blank.

PART V - ORDERS DATA

27a. ORDERS ISSUING HQ HQ, Operations Support Command Rock Island, IL 61299-6000	27b. PERMANENT ORDER NO. leave blank, filled in by -HRM	31. DISTRIBUTION Individual HRM Awards Case File HRM Perm Orders Rcd Set 201 File OMPF
28a. NAME OF ORDERS APPROVAL AUTHORITY ROLF J. SHAVE	28b. RANK DAC, GS-09	
28c. TITLE/POSITION Military Personnel Supervisor	29. APPROVED AWARD leave blank, filled in by -HRM	
28d. SIGNATURE	30. DATE leave blank	

REVERSE, DA FORM 638, NOV 94   USAPPC V6.00